



## Job Description

<b>POSITION TITLE:</b>	Records Management Clerk
<b>REPORTS TO:</b>	Municipal Clerk
<b>SUBORDINATE POSITIONS:</b>	N/A

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### POSITION SUMMARY:

Reporting to the Municipal Clerk, the Records Management Clerk will provide assistance with the migration of the Township's documents into a digital format. This position will assign file codes, compile, and categorize records as well as organizing their contents onto an electronic database. The position will play an integral part in the implementation of the Township's Electronic Document and Records Management System.

### RESPONSIBILITIES:

- Maintain, develop, and support the deployment of Laserfiche Cloud suite, including document repository, business process automation, and workflows;
- Input all metadata into the Laserfiche Cloud suite to support document and information retrieval;
- Sort, classify, and organize electronic documents following the Records Retention By-law;
- Assist with the administration, communication, and implementation of the Records Management By-law;
- Use discretion for files that are confidential in nature;
- Protects own health and health of others by adopting safe work practices, reporting unsafe conditions immediately, and attending all relevant in-services regarding occupational health and safety. Follows all guidelines for employees and employers as legislated under the *Ontario Occupational Health and Safety Act*; and
- Other duties as assigned.

The foregoing description reflects the general duties necessary to describe the principal functions of the job identified and shall not be construed to be a detailed and all-inclusive representation of the duties that may be inherent in this position.

### QUALIFICATIONS:

## **Records Management Clerk**

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- Must have an Ontario Secondary School Graduation Diploma or Ontario Ministry of Education equivalency;
- Minimum 1-2 years related experience in a municipal or office environment or equivalent;
- Must have operating knowledge and training in computer systems/programs in Microsoft Office suite of products;
- Experience with TOMRMS classification system, and Laserfiche Cloud Suite is considered an asset;
- Experience with categorizing records as well as organizing their contents;
- General knowledge of legislation and regulations related to records management;
- Excellent administrative, interpersonal, organizational, time management, and public relations skills, together with the ability to use tact and discretion and to deal courteously and effectively with the public and fellow staff members;
- Work outside of regular hours as required;
- Demonstrated ability to exercise discretion and confidentiality;
- Excellent verbal and written communication skills, and interpersonal skills;
- Ability to work effectively in a team environment;
- Ability to work with minimal supervision;
- Acceptable criminal records check and driver's abstract as a continuing condition of employment;
- Valid Ontario G license and access to a reliable vehicle for work-related travel.

### **WORKING CONDITIONS:**

- Works under general supervision with defined objectives and semi-routine instructions.
- Considerable attention to detail over long duration.
- Definite deadlines with some interruptions.
- May be required to work outside regular office hours if needed.